

ST JAMES CHURCH @5PM ROSTER - Apr - Jul 2012

| | | | | | | | | | <i>School holidays</i> | | | | |
|---------------|----------------------------|----------------------|-------------------|---------------------|---------------------------------|------------------|---------------------|-------------------|-------------------------------|-------------------------|-----------------------|------------------|----------------|
| Date | May 6 | May 13 | May 20 | May 27 | Jun 3 | Jun 10 | Jun 17 | Jun 24 | Jul 1 | Jul 8 | Jul 15 | Jul 22 | Jul 29 |
| Type | Meal | Coffee | Normal | <i>Dedication</i> | Meal | Coffee | Normal | Comm. | Meal | Coffee | Normal | Comm. | Normal |
| Preacher | Jon | Phil | Phil | Phil | Colin | Jon | Jon | Steve | Colin | CMS | Jon | Phil | Alan L. |
| Passage | Acts 4:5-31 | Galatians 5:1-15 | Galatians 5:16-26 | Galatians 6 | Acts 1:1-14 | Acts 1:15-26 | Acts 2:1-36 | Acts 2:36-47 | Acts 3 | TBA | Acts 4:1-22 | Acts 4:23-36 | TBA |
| Topic | Tolerance | Christian Freedom | Spiritual Life | Created for Good | Church Mission | Church Authority | Church Inspiration | Church Fellowship | Church Power | Mission | Church Militants | Church Unity | TBA |
| Leader | Sumer | Warwick | Phil | Jon | Stephen M. | Jon | Sumer | Phil | Warwick | Stephen M. | Jon | Phil | Stephen M. |
| Reader | Emma | Al | Gavin | Hayley | Judith | Suzie | Sarah | Sumer | Jane | Judith | Julie | Jane | Sarah |
| Ch Prayer | Hayley | N/A | Bronwen | Jon | Emma | N/A | Suzie | Laura F. | Phil | N/A | Jon | Helen | Julie |
| Mi Prayer | Stephen S. | Suzie | Laura F. | N/A | Phil | Al | Jon | N/A | Hayley | Phil | Helen | N/A | Stephen S. |
| Supper /Meal | Jon Julie | Mike Laura F. | Greg Judith | Sarah Stephen M. | Emily Chris G. | Al Phil | Suzie Stephen M. | Greg B. Jane | Warwick Joan | Simone Sumer | Hayley George | Laura F. Jane | Greg Judith |
| Projector | Bronwen | Roz | George | Jason | Mary | Roz | George | Mary | Jason | Bronwen | George | Mary | Jason |
| Setup/Pac | Greg | Ka Ken | Simon | Sumer | Peter | George | Ka Ken | Greg | Peter | Jon | Simon | Sumer | Jon |
| Welcome | Mary Suzie | Jo Peter | Roz Jacqui | Phil Al | Helen Jacqui | Simone Sumer | Emily Roz | Simon Suzie | Julie Jon | Jo Peter | Al Mary | Jon George | Phil Sumer |
| Creche | Sally Simon | Hayley Stephen S. | Hannah Suzie | Jen Simone | Sumer Al | Ka Ken Hannah | Phil Mary | Hannah Sally | Julie Mary Al | Sumer Ka Ken Emma | Gavin Jen Suzie | Emily Julie | Emma Simone |
| Sunday School | Jess Tori | Jess Tori | Jess Tori | Jess Tori | Jess Tori | Jess Tori | Jess Tori | Jess Tori | Julie Mary Al | Sumer Ka Ken Emma | Gavin Jen Suzie | Jess Tori | Jess Tori |
| Guitar | | Lindsay | Lindsay | Simon | Simon | Phil | Lindsay | Lindsay | Simon | Simon | Phil | Lindsay | Lindsay |
| Bass | Tom | Mark | Mark | Chris G. | Tom | Mark | Mark | Chris G. | Tom | Mark | Mark | Chris G. | Tom |
| Drums | Gavin | Vanessa | Chris G. | Gavin | Gavin | Vanessa | Chris G. | Gavin | Gavin | Vanessa | Chris G. | Gavin | Gavin |
| Song Ldr | Stephen M. | Tom | Stephen M. | Chris G. | Tom | Charity | Greg | Chris G. | Tom | Julie | Stephen M. | Chris G. | Tom |
| Singing | Charity | Charity | Sarah | Sarah | Julie | Jason | Charity | Julie | Stephen M. | Sarah | Charity | Jason | Charity |
| Sound | Chris | Chris | Tom | Lester | Chris | Tom | Lester | Tom | Chris | Chris | Tom | Lester | Chris |

Please arrange your own swaps and email the relevant service leader so they don't go looking for the wrong person on the night.

From [Jesus], the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.

Eph 4:16

PTO for role **tips** and **descriptions**: please refresh yourself on these each new roster!

Tasks & Descriptions - see the church website under Members->Ministry for more reflections, tips and tricks on each ministry

| Task | Description |
|----------------------------|---|
| Bible Reader | Readings can be found on the roster, the previous week's bulletin, or otherwise from the service leader. Readings are most helpful when they have been practiced out loud before-hand. Announce the reading, and wait until page-flicking has died down before commencing. |
| Church Prayers | Pray for 2-3 mins. Prayer-points can be taken from the bulletin, by ringing Lilani at the office, or from knowledge of various church ministries, upcoming events, issues of concern for individuals within the church, the wise use of money given etc. |
| Mission Prayers | Pray for 2-3 mins. Mission prayer-points are available from the welcomers' box or the back of church. Contact Phil or Al Britton for the latest updates. Pray for just one or (briefly) two link missionaries, feeling free to bring in other world affairs. |
| Supper | Provide food for supper, tidy up kitchen afterwards and empty rubbish bin. On coffee-break weeks, bring milk and biscuits instead of supper, and look for the box with tea/coffee/plugers/tea-pots. Set up three coffee plungers, one decaf, and one teapot of black tea, one of herbal. Set out a table at the back, and start pouring mugs during the song before the break. Afterwards, wash up the mugs and pack away the coffee-break box. |
| Projector | Allow 15 mins before the service for retrieval of songs from the computer and any extras like Powerpoint, DVD etc. Check with musicians for song order, then operate the projector during the service. Run the 'pre-service' slideshow until the service starts, Presenter for the opening songs, and run the 'in-service' slideshow for announcements, sermon, end. |
| Setup/ Pickup | Allow 20 mins before the service for setting up chairs. Arrange in two halves, 6 -7 per row on each side, 4-5 rows deep, curved inward toward the lectern like an amphitheatre. Use the chair carrier to avoid injury. After the service the chairs should be stacked in piles of 10, inside the marked lines on the floor in the store-room, and Bibles returned to the Bible box in the store-room. |
| Welcoming | Allow 15 mins before the service. Unpack the 5pm box, get Bibles from the store-room. Put up the two sandwich boards, one out the front of the Hall, one out the back at the junction of the paths. Hand out name-tags from the 5pm box; greet new-comers and write name-tags for them, asking them to fill out a communication card if they're willing. After the service, pack up all the stuff into the 5pm box again, extract unused cards from Bibles, return Bibles and sandwich boards to the storeroom. 5pm box goes next to the photocopier outside the office door in Wynola. |
| Follow-up Welcomers | Allow 15 mins before the service. Mingle and welcome new people, follow them up if they return in future weeks. Offer them a green-slip if they would like to give their details, notify Jon, and call them during the week. |
| Crèche | Crèche routine is on the wall inside the crèche room. CD player needs to be brought from the strong-room, BYO CD or use the kids CD in the crèche room, or read from the story-time Bible. Set up small table and chairs before the service. Must have a signed child protection declaration from Suzie. |
| Service Leader | Check the roster email for the type of service (meal, coffee-break, music-focus, communion). Contact key service participants through the week if they need to be aware of anything special. Prepare a service order to distribute to the various participants. Allow 20 mins before the service for liaising with musicians, sound, preacher, announcements etc. Check that the crying room audio is switched on. Check that all the other roles are present, otherwise delegate or do their jobs for them. Pray! Call everyone to their seats at 5pm sharp, and then try to start the service ASAP. |
| Sunday School | Sunday School is headed up by Jess, and is held in the front room at Wynola. The kids head out after the kids' song, and begin with meal time (like Creche), followed by free play/craft time, then story time, then prayer time, and then free play/craft time against until parents come to pick them up when the service has finished. During school holidays, crèche and SS combine and there is only one person on each. |